

CALIFORNIA STATE COLLEGE, BAKERSFIELD
Office of the Vice President
FACULTY INFORMATION BULLETIN
15 February 1984

1. EXCEPTIONAL MERIT SERVICE AWARDS FOR FACULTY

Introduction

The CSU/CFA collective bargaining agreement provides for an Exceptional Merit Service Award (EMSA) program. Recommendations on the implementation of this program on this campus are presented below and are in accord with Article 31 of the Agreement.

Eligibility and Nature of the Awards

All full-time faculty unit employees may be nominated for the EMSA. The awards shall be in the amount of \$1,500. This amount shall not accrue to the base salary of the recipient. The number of awards projected for each year at CSB may vary depending upon funding. Eight awards have been allocated for this year.

Award Criteria

The principal areas in which the performance of a faculty member shall be evaluated for the purpose of receiving an EMSA are those delineated in Section 308 of the CSB Handbook. Primary consideration will be based on demonstrated meritorious service above and beyond the normal satisfaction of the criteria in the areas of teaching, scholarly activity, and service to the college and community for teaching faculty.

For other faculty unit employees, the primary consideration will be based on superior performance, professional growth, and service to the college and community. Evidence in support of a nomination shall be directed primarily towards exceptional service in these particular areas. In addition, a one page summary documenting adequate performance in the other academic areas is expected.

Accomplishments could include, but are not limited to, major research publications which have been subject to external review, special consulting services, selection to honorary societies for recent and past performance, accomplishments during sabbatical or other types of leave of absence, or special projects conducted internally or externally.

The awards made each year should be based on service performed, culminated, or otherwise recognized during the previous academic year. Such recognition can be given internally by the campus or externally by international, national, regional, or local organizations. Evidence for meritorious service must be documented in an appropriate and convincing manner.

Selection Procedures

Nominations for Exceptional Merit Service Awards may be made by any member of the campus community. Documentation in support of the nomination shall be included if feasible. The nominee may provide additional documentation as deemed necessary. Evidence in support of a nomination shall be limited to no more than five pages; references to additional materials may be made. Personnel Action Files used in other evaluation procedures shall not be used for the EMSA evaluations.

Nominations shall be submitted to the department or equivalent unit of the nominee. A copy of such nominations shall be provided to the President.

Recommendations regarding all nominees in the department or equivalent unit shall be provided by the department or the equivalent unit to the appropriate dean of the unit.

Recommendations of all nominees submitted to the dean shall be evaluated and ranked by the Dean. These recommendations and rankings shall then be submitted to the Vice President for Academic Affairs.

The Vice President shall rank all nominations and submit all recommendations and rankings to the President.

Annual Exceptional Merit Service Awards may be granted by the President upon determination of documentable exceptional merit of benefit to the campus.

Recommended Time Schedule

A rough timeline for the procedures in the process of granting the awards is outlined below for the current year.

February 15	Announcements of the award program are publicized by the Vice President
March 1	Submission of nominations to appropriate departments and to the President.
March 15	Completion of reviews by the departments or equivalent units. Submission to the Dean.
March 22	Completion of Dean's recommendations and rankings. Submission to the Vice President.
April 1	Completion of Vice President's recommendations and rankings. Submission to the President.
April 13	Final report describing procedures, awards, and allocation of funds is due at the Office of the Chancellor, CSU.

2. APPROVED MEDIA GUIDELINES FOR STUDENT GRIEVANCE HEARINGS

- a) All cameras and equipment must be completely set up at least 15 minutes prior to the start of the proceedings.
- b) All video cameras must be on a tripod and must remain stationary throughout the hearing. Still cameras must remain in area of video cameras. All cameras will be set up in a designated area to be determined by Hearing Officer.
- c) Only existing lights may be used. No additional camera lights or flashes may be added.
- d) Equipment may be broken down during proceedings, if done in a quiet and orderly manner, and if separate microphone cables have not been set up.
- e) If separate microphone cables have been set up, crews may break down equipment only during designated breaks, to be determined by Hearing Officer.
- f) In the event that the operation of any media equipment becomes disruptive, the Hearing Officer retains the right to interrupt the proceedings and remove individuals and equipment involved.
- g) The Hearing Officer also retains the right to close the hearing at any time, should the hearing become disruptive and disorderly.
- h) Any questions on the above guidelines should be directed to Susan Rice, Public Information Officer.

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